

Sean O'Carroll

New York, N.Y.

347-251-1177 | sean.c.p.ocarroll@gmail.com

Work Experience

1010 Tenants Corp., New York, N.Y.

April 2023 – April 2024

Handyman

- Communicated between management, residents, and contractors to resolve issues and ensure high-quality service.
- Supervised staff, keeping team members on task and maintaining smooth daily operations.
- Created and managed staff schedules, ensuring proper coverage across shifts.
- Assisted with payroll, ensuring accurate timekeeping and submissions.
- Managed maintenance supply inventory and coordinated with vendors when additional materials were needed.
- Performed building maintenance and repair tasks, including basic electrical, plumbing, and carpentry work.

1010 Tenants Corp., New York, N.Y.

May 2012 – April 2023

Doorman/Elevator Operator

- Demonstrated excellent communication skills, conflict resolution, and strong situational awareness.
- Managed package handling, delivery logs, and resident notification.
- Provided security, customer service, and support to residents, guests, and building management.

Education

SUNY Westchester Community College, Valhalla, N.Y.

May 2024 – December 2025

Associate, Communications and Media Arts, 4.0 GPA

Phi Theta Kappa - Honor Society Member

Skills and Certifications

- Adobe Creative Suite: Basic knowledge of editing.
- Microsoft Office 365
- Technical Skills: Audio and Video production set up
 - Tascam Mixcast 4 Podcast Station
 - Mackie 16-ch mixer
 - URSA Broadcast Cameras
 - Strand Lighting 200 lighting board
 - Various microphones ex. Sennheiser wireless lavalier, Rode shotgun, Shure Mv7
 - Magicue 19" Studio Prompter kit
 - Black-Magic ATEM Television Studio Pro 4k Switcher
- 32BJ SEIU Certifications:
 - Electrical Troubleshooting Basics
 - Carpentry Basics
 - Plumbing Basics